

RECORD OF PROCEEDINGS

West Metro Fire Protection District
Civil Service Committee Meeting
June 10, 2021

I. CALL TO ORDER

The regular meeting of the West Metro Fire Protection District Civil Service Committee was called to order by President Don Sherman at 6:00 p.m. This meeting was held remotely via Zoom in accordance with the applicable statutes of the state of Colorado.

II. ROLL CALL

President Don Sherman	Present
Vice President Peggy Valdez	Present
Member Susan Emsbo	Present – Arrived at 6:12 p.m.
Member Dick Igel	Present
Member Leo Johnson	Present
Member Jim Roos	Present – Arrived at 6:06 p.m.
Member Danny Turney	Present – Arrived at 6:06 p.m.
Board Liaison Mike Williams	Present

Also present were Fire Chief Don Lombardi; Division Chief Dan Pfannenstiel; Captain Reed Norwood, representing IAFF Local 1309; and, Ms. Jennifer Wheaton as recording secretary.

III. PUBLIC COMMENT

None.

IV. ADOPTION OF AGENDA

MOTION: It was moved by Leo Johnson and seconded by Susan Emsbo to accept the agenda for the regular meeting of the West Metro Fire Protection District Civil Service Committee of June 10, 2021, as presented. The motion was voted upon and carried.

V. REVIEW OF MINUTES

MOTION: It was moved by Jim Roos and seconded by Leo Johnson to approve the minutes of the regular meeting of the Civil Service Committee dated May 13, 2021 as presented. The motion was voted upon and carried.

VI. REPORT OF THE FIRE CHIEF – D. Lombardi

Special District Association of Colorado (SDA)

West Metro Fire Rescue has been selected by the SDA as the 2021 Special District of the Year. The SDA recognized notable successes by West Metro such as the response to COVID-19, general fiscal practices, and other ongoing financial awards and recognitions. The SDA made a point to mention that West Metro's Camp Ember, a 4-day leadership, mentoring, and firefighting camp for teenage girls, stood out as a worthwhile program that emphasizes the District's commitment to the community. Chief Lombardi expressed his pride in the organization and recognized the contributions by all staff, including the Civil Service Committee, to earn this distinguished honor.

Organizational Changes

With the upcoming retirements of Deputy Chief Bruce Kral and Deputy Chief Mark Krapf, along with other anticipated retirements and separations in leadership roles, Chief Lombardi updated the Committee on the succession plan that will result in significant organizational change. Assistant Chief Mike Kirkpatrick will replace Chief Kral as the deputy chief of life safety, and Division Chief Jeremy Metz will replace Chief Krapf as the deputy chief of administration. Transition has begun for both roles.

Looking to the future, Deputy Chief Scott Rogers will be retiring in late 2022. Chief Lombardi has proposed to the board of directors, the creation of a temporary chief of staff position to help mentor and guide the newly promoted assistant chiefs and deputy chiefs to support them in the early days of their promoted positions. Chief Lombardi would like to take advantage of the knowledge and expertise that Chief Rogers offers during the time remaining before his retirement. Chief Lombardi described Chief Rogers as uniquely qualified to fulfill this temporary role, and an excellent candidate to ensure the success of the newly promoted leaders of West Metro Fire Rescue. This change will create a vacancy in the Operations Division. Division Chief of Training Dan Pfannenstiel will be promoted to the role of deputy chief of operations which creates a vacancy in the Training Division to be filled by Division Chief Doug Hutchinson. Chief Hutchinson will be transitioning with Chief Pfannenstiel throughout the summer and will assume the role of division chief of training in September 2021.

With the anticipated 2022 retirement of CO-TF1 Program Manager Captain Rod Tyus, Chief Lombardi is recommending the future CO-TF1 program manager position to be one that is held by a division chief rather than captain. Chief Lombardi has identified Division Chief Olme as the ideal candidate for this role and is proposing to begin the transition of leadership early due to the complexity and nuances that come with the position. Should the board of directors approve this change at the June 15, 2021 board meeting, a vacancy will be created in the Support Services Division. Assistant Chief Tom Richards will replace Chief Olme as the division chief of support services.

Chief Lombardi thanked the Civil Service Committee for assuring the candidates eligible for promotion across all ranks are fully qualified and prepared for their future roles as promoted leaders of the organization, and is excited for the changes ahead.

VII. REPORT OF THE TRAINING CHIEF – D. Pfannenstiel

Early work on 2022 budgets have begun. Preparations are underway for the upcoming 21-02 academy, that will begin on August 3, 2021. Twenty West Metro recruits will attend this academy, with additional recruits from outside agencies. Current training activities include multicompany drills that focus on organizational learning gaps, and engineer pumping scenarios. Chief Hutchinson has begun transitioning to the role of division chief of training, and early discussions have begun for the 2022 training calendar.

VIII. REPORT OF LEGAL COUNSEL – C. Tallerico, Esq.

None.

IX. REPORT OF BOARD LIAISON – M. Williams

Mr. Williams reported on the May 18, 2021 board meeting. The next board meeting is scheduled for June 15, 2021.

X. REPORT OF THE UNION – R. Norwood

The annual Colorado Professional Fire Fighters (CPFF) meeting will occur at the CPFF center June 21-23. Elections will be held for the president and the secretary/treasurer seats. West Metro’s Captain Kevin Reichenbach is running for the vacant secretary/treasurer spot, Captain Norwood will have more information about the outcome of the elections at the next CSC meeting.

The Muscular Dystrophy Association (MDA) fundraising plans are in progress for the Annual September MDA collections fundraiser.

The Annual Local 1309 golf tournament will occur at Arrowhead on July 30, 2021.

Ringing out ceremonies for retiring members have begun again after pausing the tradition during COVID. Several ringing out ceremonies are scheduled throughout the summer for retiring members throughout the District.

XI. REPORT OF THE RCS SUBCOMMITTEE – R. Norwood

The 21-02 academy beginning August 3, 2021 will have 20 West Metro recruits. Discussions are taking place about the maximum number of recruits that are realistically manageable per academy.

XII. FINANCIAL REPORT – D. Pfannenstiel

A. Budget Review

Chief Pfannenstiel reviewed the 2021 year-to-date budget.

XIII. OLD BUSINESS

A. 2021 Engineer Exam

1. Progress, Orientation Packet, Application Deadline

The application deadline for the 2021 Engineer Promotional Exam is July 1, 2021. The orientation packet was posted yesterday, a little early to provide additional time for the candidates to familiarize themselves with the material in the packet.

Looking ahead to the written exam, President Sherman identified the need to ratify the written exam results in advance of the practical portions of the exam. It is unlikely that the final scores will be available for ratification by the regularly scheduled August 12, 2021 CSC meeting. President Sherman proposed moving the regular meeting of the CSC from August 12, 2021 to August 18, 2021 to allow time for the engineer written exam scores to be finalized and available for ratification. The Committee agreed to the change and will proceed with the meeting on August 18, 2021.

2. Job Analysis

Data collection for the engineer job analysis remains open until June 14, 2021. A meeting is scheduled the following week to review the job analysis with CPS-HR and the SMEs to evaluate the requirements to be an engineer. This information is necessary to set the framework of the assessment center.

B. Future CSC Meeting Platform (In-Person, Virtual, Hybrid)

- The Committee discussed various platform options for holding future meetings, noting that the ideal is to hold in-person meetings, while recognizing the value in making the meetings accessible remotely to the public and even to Committee members when physical presence is not possible. President Sherman proposed that the Committee consider a hybrid platform for future meetings, with options for attendance both in-person and virtually, including the ability for public attendees to participate in public comment either in person, or remotely. Chief Lombardi noted that the usual meeting location at the Training Center is not equipped to handle a smooth hybrid meeting and recommended that the Committee consider relocating future meetings to the Board Room at the Administrative Building for full hybrid capability in conducting meetings. President Sherman requested and received consensus to move forward with a hybrid approach to meetings, holding in-person meetings at Administration with the option for virtual attendance for both Committee members and the public, beginning in September 2021.

2. Review CSC Rules and Regulations – Define Meeting Attendance

The decision to change the platform of the future meetings will inspire a language change to the CSC Rules and Regulations. Cathy Tallerico will make the change for the committee to review and approve at a later date.

XIV. NEW BUSINESS

- A. Certify the Top Three Names from the Eligibility Register for the Rank of Assistant Chief, the Top Four Names from the Eligibility Register for the Rank of Captain, the Top Four Names from the Eligibility Register for the Rank of Lieutenant, and the Top Three Names from the Eligibility Register for the Rank of Engineer

MOTION: It was moved by Peggy Valdez and seconded by Danny Turney to certify the top three names from the eligibility register for the rank of assistant chief (S. Kornegay, S. Jewell, M. Parker), to certify the top four names for the rank of captain (T. Sugaski, D. Harms, C. Rhoads, K. Lasswell), to certify the top four names for the rank of lieutenant (D. Shannon, M. Sulentic, O. Whitney, D. Hoff), and to certify the top three names for the rank of engineer (S. Lerch, R. Saum, D. Shannon). The motion was voted upon and carried.

XV. OTHER MATTERS

President Sherman congratulated Chief Lombardi on his role as president of the Metropolitan Fire Chiefs Association. The association brings together fire chiefs from large metropolitan fire agencies around the world to share information and focus on major issues effecting policy changes in the fire service.

XVI. EXECUTIVE SESSION

None.

XVII. ADJOURNMENT

MOTION: There being no further business to be presented it was moved by Jim Roos and seconded by Leo Johnson to adjourn the regular meeting of the West Metro Fire Protection District Civil Service Committee. The motion was voted upon and carried.

The meeting adjourned at 7:14 p.m.

Recording Secretary: /s/s/ Jennifer Wheaton
/s/ Don Sherman